

## PROCEDURE

Effective Date: 11/25/08

Approved By: Vice Provost for Equal Opportunity and Employment Diversity Authority: [RCW 28B.35.120\(2\)](#)

Cancels:

See Also: [POL-U1600.01 Requesting an Appointment of Opportunity](#)

### **PRO-U1600.01B REQUESTING AN EXCEPTIONAL MERIT (EM) OR AFFIRMATIVE ACTION (AA) APPOINTMENT OF OPPORTUNITY**

**This procedure does not constitute a promise, real or implied, of employment at Western Washington University (WWU).**

Action by:Action Sequence:

Dean/VP

1. Becomes aware of a candidate that may qualify for an EM or AA appointment, and, upon review of the candidate's qualifications and initial approval, forwards the candidate's file to the department Chair/Director.

Department Chair/Director,  
Search Committee and  
Faculty/Staff

2. Review of Candidate for Existing, Open Position  
In the case where a currently existing and open position is unfilled, whether a search is presently on-going or not, the search committee for the open position evaluates the EM or AA candidate against the posted job description and requirements. The decision to proceed or not should be based on the qualifications and experience of the EM or AA candidate, the needs of the department, college/division, and university, the available resources required to hire the EM or AA candidate, and input from faculty/staff.

Contacts EO and HR for advice on affirmative action and equal opportunity or human resources issues.

If the search committee, along with faculty/staff, believes that the EM or AA candidate could fill the open position, it may put the regular search on hold and initiate a full review of the EM or AA candidate.

If the search committee, along with faculty/staff, after full review of the EM or AA candidate, wants to proceed with the candidate, the search committee chair sends the candidate's materials on to the department Chair/Director with a recommendation to proceed. The department Chair/Director reviews the recommendation to proceed and provides a recommendation to the Dean/VP. Continue with Step 6 of this Procedure.

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Action Sequence:

If the search committee, with input from faculty/staff, found the candidate to be unsatisfactory, then the search committee chair will provide written notification to the department Chair/Director, Dean/VP, EO and HR outlining reasons for non-selection related to the job description.

Department Chair/Director  
Dean/VP

3. New Position

In the case where a new position is proposed to meet an identifiable institutional need, a job description with appropriate candidate qualifications should be developed as a reference point for establishing institutional need within the unit. The job description should be developed by the unit in consultation with the HR and EO, and is subject to the approval of the Provost/President. New, non-academic positions must be coordinated from the beginning with the HR Office.

Department Chair/Director  
and  
Department Faculty/Staff

4. Review of Candidate for New Position

The department Chair/Director and department faculty/staff evaluates the EM or AA candidate against the new job description and requirements. If the department Chair/Director and department faculty/staff, after full review of the EM or AA candidate, want to proceed with the candidate, the department Chair/Director sends the candidate's materials on to the Dean/VP with a recommendation to proceed.

If the department Chair/Director and department faculty/staff found the candidate to be unsatisfactory, then the department Chair/Director provides written notification to the Dean/VP, EO and HR outlining reasons for non-selection based on the job description.

Provost/President

5. In the case where a new position is proposed to meet an identifiable institutional need, the Provost and President *must consider and approve the position*. The Provost and President should consider all issues involved with the request, including the desire to recruit the candidate, the qualifications and experience of the EM or AA candidate, the needs of the departments, college/division, and university, and the resources required to fill the request. If the Provost or President does not approve the new position, then the Provost or President will provide written notification to the requesting Dean/VP and to his/her department Chair/Director outlining reasons for denying the request.

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Action Sequence:

Dean/Vice President

6. Reviews the EM or AA appointment recommendation forwarded from the department Chair/Director, along with relevant materials, as quickly as is reasonably possible (ideally within 3 working days), and makes the decision on whether to proceed with the candidate. The decision to proceed should be based on the department and college/division's desire to recruit the EM or AA candidate, the EM or AA candidate's qualifications and experience, the needs of the department, college/division and university, and the available resources required to hire the EM or AA candidate.

If a decision is made to not proceed with an EM or AA request, then the Dean/Vice President must provide written notification to the department Chair/Director, EO and HR with reasons for non-selection related to the job description.

If a decision is made to proceed with an EM or AA request, the Dean/VP seeks final approval from the Provost or President and negotiates the nature of position (full-time or part-time, tenure track/permanent or limited term) as is appropriate given the EM or AA candidate's qualifications and experience, the needs of the department, college/division and university, and the available resources required to hire the EM or AA candidate, and a financial package in consultation with the Provost or President.

Provost and President

7. Consider and approve the final employment package.

The President or Provost sends a letter detailing the approved version of the employment package to the requesting Dean/VP, EO and HR.

Dean/Vice President

8. Notifies the department Chair/Director of the approved employment package.

Department Chair/Director

9. Completes a Request for Appointment of Opportunity ([ESIGN form](#)) containing the justification for the request to waive the normal hiring procedure and routes the form as noted on the ESIGN form.

After receiving all required approvals on the To/Through Memo, makes the offer to the candidate and completes the hiring process of the EM or AA candidate when the offer is accepted. If an

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active search was put on hold and there are candidates in the pool, these individuals must be informed that the search has been closed.

If a decision is made not to proceed with an EM or AA request at any point in this Procedure, then the department Chair/Director informs the candidate of the decision not to proceed.